

**Town of Rowe - FY 2015**  
**Board of Selectmen – Minutes**  
**Wednesday, October 22, 2014 - 3:00 pm**  
**Rowe Town Hall**

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**Call to Order:** The meeting was called to order by Chair Wilson at 3:00 pm.

**Present:** Chair Wilson and Vice-Chair Susan Gleason, Walt Quist and Administrative Clerk Janice Boudreau.

**Audience:** Jodi Brown, Thom Donaldson of MIIA, Rosie Gordon, Dan Pallotta of P3

**Minutes:**

**Motion to Accept the Minutes of September 24, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of September 24, 2014 with corrections. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

**Motion to Accept the Minutes of October 8, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of October 8, 2014 with amendments. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

**Motion to Accept the Minutes of the Pole Hearing of October 9, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of October 9, 2014 with corrections. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

**Motion to Accept the Minutes of October 14, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of October 14, 2014 with corrections. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

**Motion to Accept the Minutes of October 17, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of October 17, 2014 with a correction. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Selectman Quist abstained from voting as he was not present at the meeting.

**Old Business**

1. Human Resources Policy Manual
2. Report on FRCOG, Wired West, MBI Collaboration: Chair Wilson reported attending a meeting at Franklin County Regional Council of Governments (FRCOG) and in the meeting told them the cost of the accounting was getting too high and that Rowe was looking into finding an alternative in order to lower costs. In addition, it was noted that FRCOG joined WiredWest and MA Broadband Institute to collaborate in getting broadband to the hill towns.
3. Tunnel Bridge Report: Chair Wilson reported speaking with David Nagy, Vice-President of Safety for Pan Am Railroad and that he responded to her letter with a follow-up phone call and said that Pan Am would be putting new planks on the Tunnel Road bridge to be completed by the end of the week. It was noted that work had commenced.
4. Rowe Elementary Construction Report: Dan Pallotta, Owners Project Manager for the Rowe Elementary School Construction and Thom Donaldson, Insurance Adjuster for MIIA reported to the Select Board about the completion of the school, on time and on budget. Dan said there

were a few items on the punch list that needed resolve. The Select Board thanked Thom and Dan for their hard work.

5. DPW Policy for Private Citizen Work: Chair Wilson spoke about setting a policy regarding DPW performing work on private citizens' property for private citizens. Town Counsel said that no bylaw was required as it is law that Town personnel and property not be used for private citizens' benefit unless it was specifically of benefit to the interests of the town. Chair Wilson presented a draft policy for review.

**Motion to Establish Policy:** Following review of the draft policy, Chair Wilson made a motion to establish the policy as presented for DPW performing work for private citizens. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

6. Fire Dept. Question: Chair Wilson said that it was not required that volunteer firefighters driving to the scene of an emergency have a CDL License. There was a question about whether that applied to drills and parades. It was agreed to look into the matter.

## New Business

1. Review Capital Improvement Plan: Review of CIP tabled to a later date.

2. Special Town Meeting Items:

- Training: \$3000.00 to train the new Treasurer and what is not used will go back into General Fund
- Gazebo: figures for replacement or repair have not been determined
- New Server: Replacement is needed to replace obsolete servers and should be replaced before a potential computer 'crash' occurs, saving if it occurs in labor costs
- New Fire Station Lighting: Costs for repairing and upgrading to LED lighting for energy conservation and ultimately save money
- Turn-Out Gear for Fire Department: Additional two new outfits are needed
- Security Cameras and Monitors: Town Hall, Police, DPW
- DPW: There is a shortfall due to the payout of the former Superintendent's payout for sick and vacation pay
- BOH Shortfall: \$2089.54 a meeting cancellation caused a shortfall as it was not appropriated
- DPW: \$4000.00 repairing a problem with securing the gas pumps
- Rowe School: ~~Shortfall of money~~ *Prin year B: 11* *mw 19*
- Fire Dept.: Some electrical work is needed to correct some issue

3. Conservation Commission Appointment: Chair Wilson said that Conservation Commission Chair Carlow asked that Ramon Sanchez volunteered be appointed to the Commission to fill the seat vacated by Thom Chiafalo.

**Motion to Appoint:** Chair Wilson made a motion to appoint Ramon L. Sanchez to the Conservation Commission to fill the seat recently vacated. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)



4. Insurance Deductible Expense: It was noted Town Accountant suggested adding a line item for insurance deductible expense since it could adversely impact a particular department's budget.

5. MBI Meeting: Chair Wilson reported that she would attend the MA Broadband Institute Meeting in Charlemont on Thursday, November 5<sup>th</sup> to learn about broadband connectivity projects in western and central MA.

6. MA Cultural Council Contract: Select Board Members reviewed the Standard Contract Form for the MA Cultural Council for FY2015.

**Motion to Sign Contract**: Chair Wilson made a motion to sign the Standard Contract Form for the MA Cultural Council for FY2015. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

7. Change Treasurer from Elected to Appointed on By-Laws: Chair Wilson reported there was one more step to rearrange and place into Town Bylaws the recently approved vote to make the Treasurer an appointed position.

8. Enumeration of Fees (Town Clerk) Bylaw: Tabled until Town Clerk could be present at the meeting.

9. Minutes of Meetings to be Kept by Town Clerk- Bylaw: Tabled until Town Clerk could be present at the meeting.

10. Open Shed Bid: Chair Wilson opened the one bid for the 20 x 12 surplus property storage shed for the amount of \$54.00 from Deb Lively.

**Motion to Accept Bid**: Chair Wilson made a motion to accept the bid for the 20 x 12 surplus property storage shed for the amount of \$54.00 from Deb Lively. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)

11. Review & Vote on Rowe Joining Upper Pioneer Valley Veterans' Services District: It was agreed to table this item until more information was received.

#### Audience of Citizens:

- Paul McLatchy III requested the outside door near the Post Office be replaced.
- Rosie Gordon asked an insurance question regarding the DPW and the Goal Post.
- Jodi Brown asked a question about First Responder requirements.

#### Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 5:20 p.m. The motion, seconded by Selectman Quist, was accepted. (3/0/0)



Respectfully Submitted,


Janice Boudreau


October 29, 2014

Approval Date:

Approved:

  
Marilyn Wilson, Chair

  
Susan Gleason, Vice-Chair

  
Walt Quist, Selectman

**Attachments:**

- Agenda 10/22/14
- Policy DPW Work for Private Citizens – presented by Chair Wilson
- Conservation Commission Email Request
- MA Cultural Council Contract and Cover Letter – (4 pgs)